

# Technology Guidance and Tips

Child Care State Capacity Building Center and  
National Center on Early Childhood Quality Assurance



## Microsoft PowerPoint

The following guidance was created to provide assistance with some of the frequently used functions of Microsoft PowerPoint, as well as to provide resources for help and training.

Please note that the SCBC and ECQA Center Templates exist as resources to make formatting easier and more straightforward. They can be found at

<https://workspace.icfi.com/hscd/ees/occprojects/TANetwork/Templates/Forms/AllItems.aspx> and

<https://workspace.icfi.com/hscd/ees/occprojects/Quality/Templates/Forms/AllItems.aspx>. Templates will also be available in Center Resources on each Center's workspace.

Specific topics addressed in this tip sheet include the following:

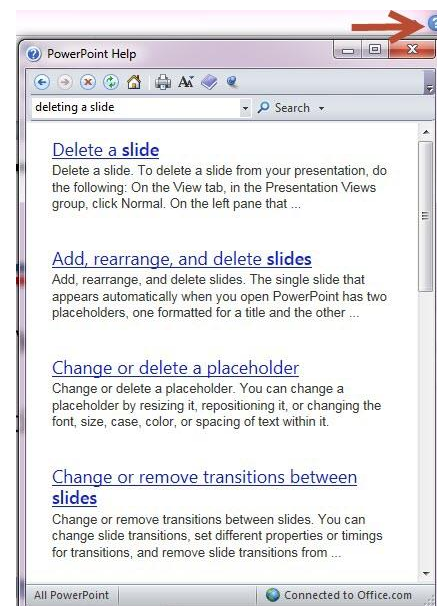
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## How to Find Help

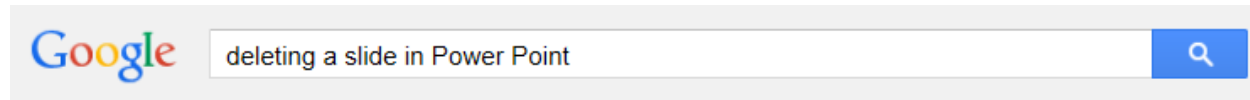
### PowerPoint Help Function

To search for help, click on the **question mark** at the top right of your computer screen and type in specific key words. You may also press **F1** at the top of your keyboard to access the **Help Function**.



## Use Google to Find Help

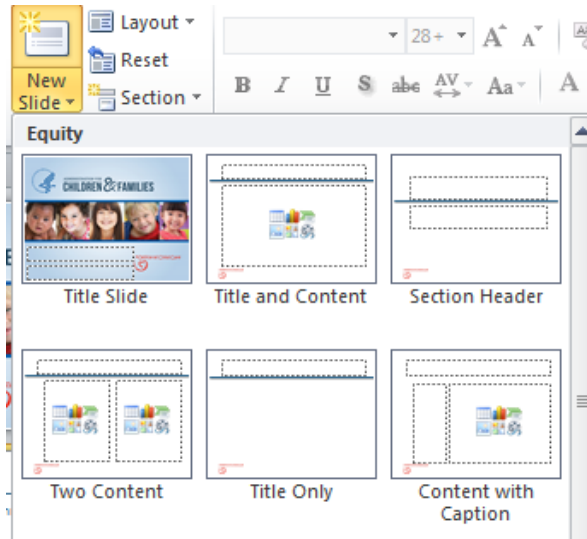
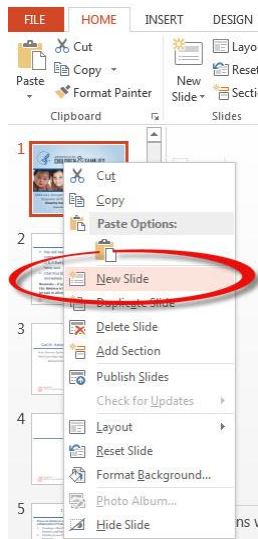
Google searches can provide helpful links to how-to documents and tutorials. In order to target the most useful information, be very specific about what you are searching for.



## Specific Functions: How To...

### Add a Slide

1. Click the slide located before your intended new slide.
2. If you would like your new slide to have the same layout as the slide prior, you may simply click **New Slide** in the **Slides** section of the **Home** tab.

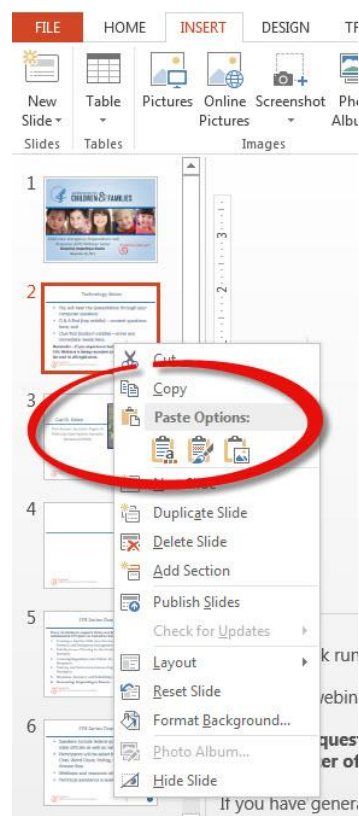


Tip: If you would like your new slide to have a different layout, click the arrow next to **New Slide** and select your desired layout from the choices.

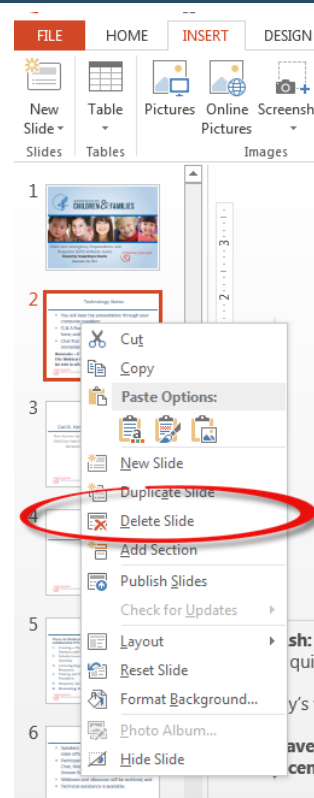
## Delete a Slide

1. Right click the slide you would like to delete, and then click **Delete Slide**.
2. To delete multiple sequential slides, click the first slide that you want to delete, press and hold the **Shift Key** while you click the last slide that you want to delete, right click any selected slide, and then click **Delete Slide**.
3. To select and delete multiple nonsequential slides, press and hold the **Ctrl Key** while you click each slide that you want to delete, right click any selected slide, and then click **Delete Slide**.

## Copy and Paste a Slide

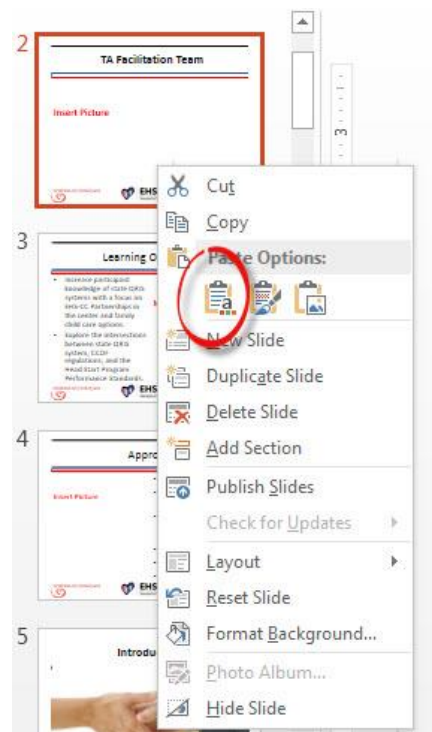


1. Select the slide you would like to copy, right click it, and select **Copy**.
2. To copy multiple sequential slides, click the first slide that you want to copy, press and hold the **Shift Key** while you click the last slide that you want to copy, right click any selected slide, and then click **Copy**.
3. To select and copy multiple nonsequential slides, press and hold the **Ctrl Key** while you click each slide that you want to copy, right click any selected slide, and then click **Copy**.
4. To paste the slide(s), click between the slides where you'd like the copied slide(s) to go, right click, and select **Paste**.



## Copy Content to a New Template

1. Copy the slides you would like to transfer by following the directions above.
2. If you would like your slides to adopt the template of the new presentation, right click the slide (in the new presentation) that you would like your copied slides to follow.
3. Under **Paste Options** click the first clipboard option, **Use Destination Theme**.
4. After your copied slide appears in the new template, you may have to remove any headers or footers that overlap with the new template.



### Technology Notes

- You will hear the presentation through your computer speakers;
- Q & A Pod (top middle) for questions here; and
- Chat Pod (bottom middle) for any immediate needs here.

**Reminder – if you experience any difficulties, this Webinar is being recorded and the recording will be sent to all registrants.**

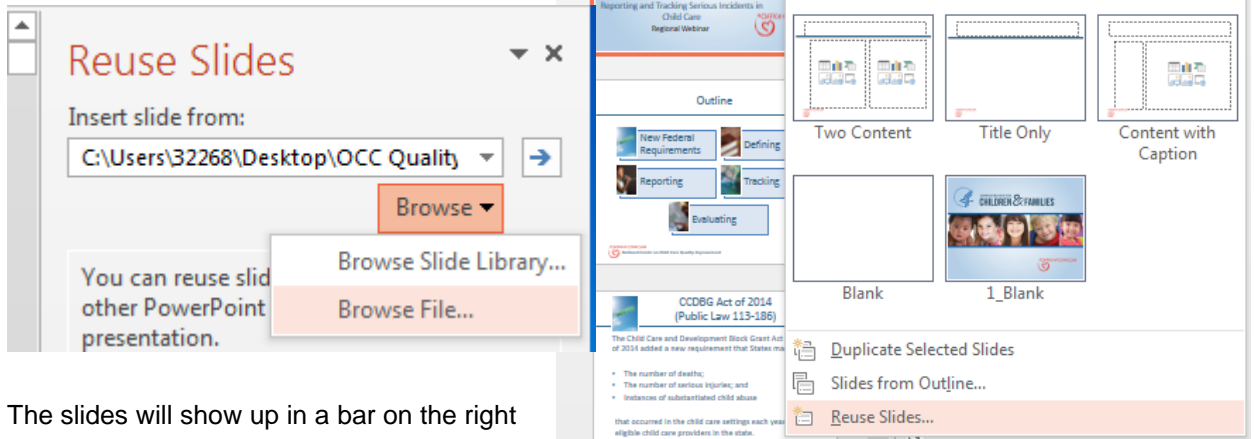
Office of Child Care  
Child Care State Systems Specialist

**EHS**

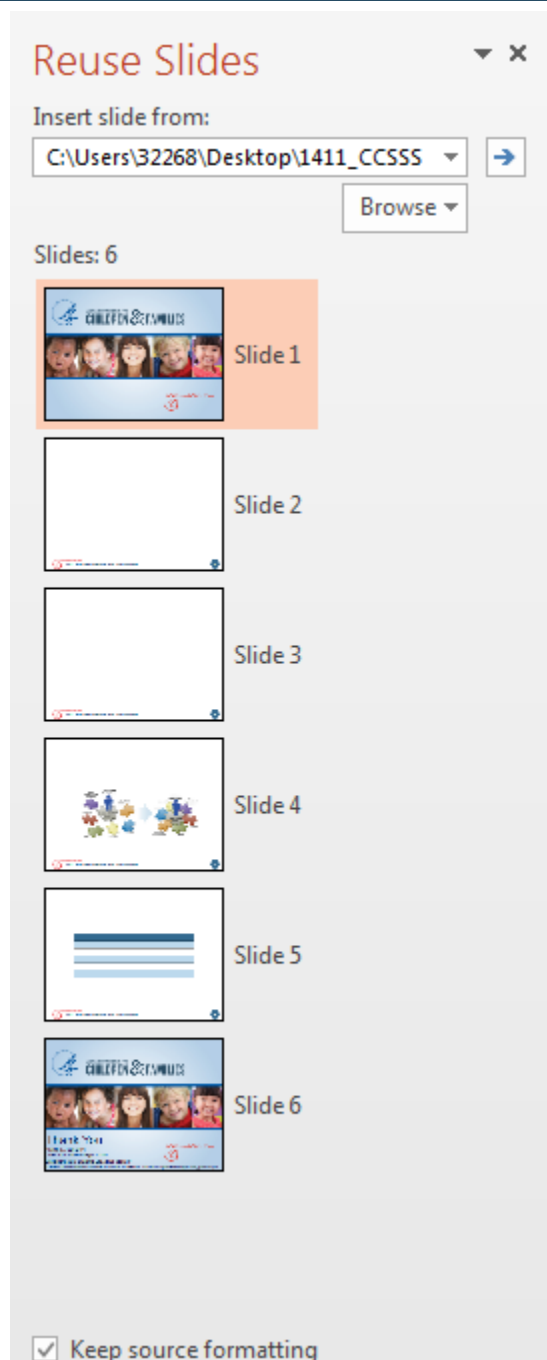
OFFICE OF HEAD START  
Instruction for Children & Families

## Merging Two Presentations into One

1. Open the presentation into which you want to insert another presentation.
2. Click on the slide before the space where you'd like the external slides to go.
3. Click on the **New Slide** button and select **Reuse Slides...**
4. Under the "Insert Slide from:" box, click on **Browse** then **Browse File**. Find the presentation you want to insert on your computer and click open.



5. The slides will show up in a bar on the right of your screen. At the bottom of the bar, click on **Keep Source Formatting** so that the slides stay formatted the way they were meant to.

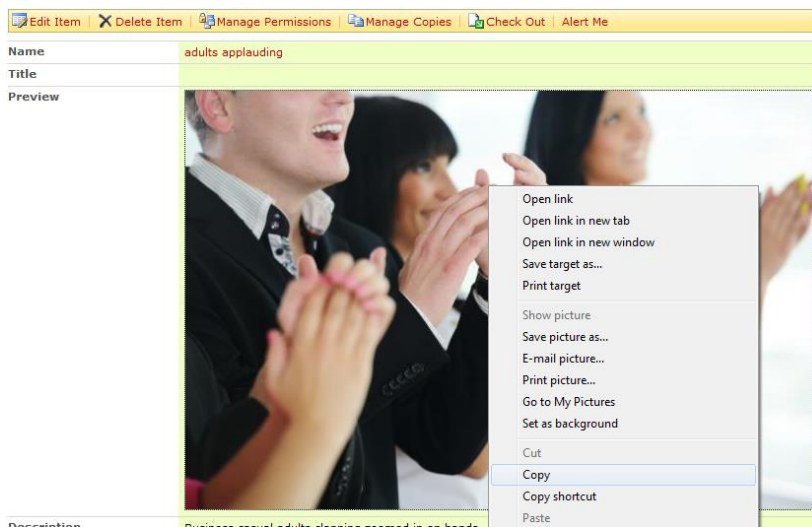


6. To insert slides, click on them once. They will be added to the presentation.

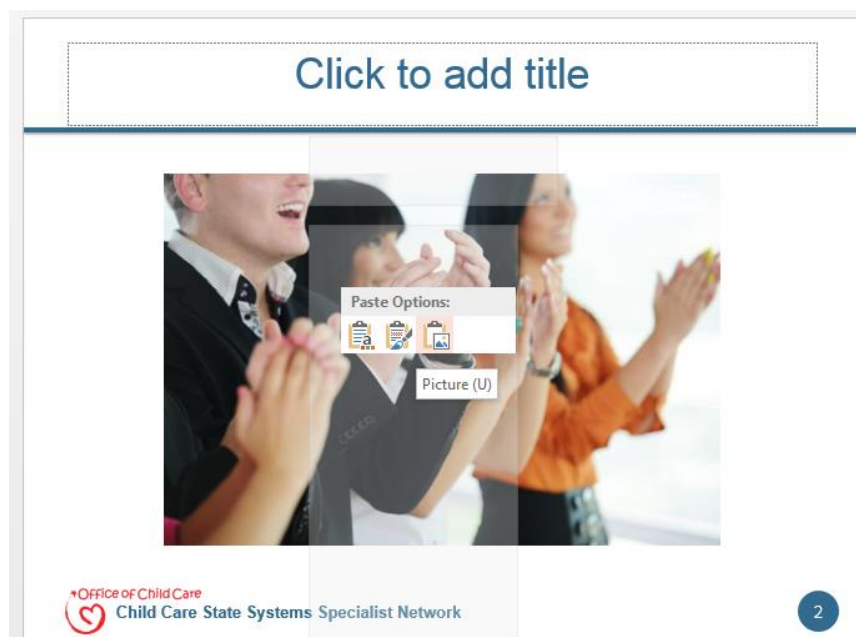
## Inserting Pictures, Audio, and Video into Slides


### Inserting Pictures from the Picture Library into a Slide

1. Find the picture you'd like to include in the [Picture Library](#) on the portal. Click the picture in the list to get to the individual picture record.
2. Right click on the picture and select **Copy**.



3. Go to the slide where you'd like to put the picture.
4. Right click where you'd like the picture to go, and click **Paste**.



 **TIP:** If you want to resize the picture, be sure to avoid warping by clicking and dragging diagonally. Don't just make the image wider without making it taller, or vice versa.



## Inserting audio or video into a slide



1. Click where you want the audio or video to go.
2. On the **Insert** tab, select **Audio** or **Video** and select the “on My PC” option from the dropdown menu.
3. Browse to where the audio or video is located on your computer and click **Insert**.

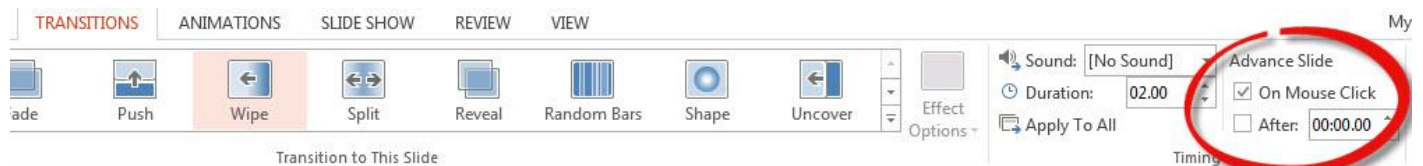


NOTE: Audio and video files inserted this way are not compatible with Adobe Connect.

## Pecha Kucha (adding timing to slides)

Pecha Kucha is a presentation style that is image-focused and has crisp pacing. Each presentation is 20 slides long, with 20 seconds each. To create a Pecha Kucha presentation, you will need to turn on timing for the slides.

1. In the **Transitions** tab, under Advance Slide, check the box that says **After**, and enter the desired amount of time (for Pecha Kucha, 00:20.00)



2. On the **Slide Show** tab, make sure the **Use Timings** box is checked



**Tip:** If you're presenting your slideshow in Adobe Connect, the timings function does not work. In this case, you'll need to have someone manually advance the slides for you.





## Training and Tutorials

- ◆ General PowerPoint Guidance
  - [PowerPoint 2013 Quick Start Guide](#)
  - [PowerPoint 2013 Tutorials](#) *Video!*
- ◆ Adding, Deleting, and Copying Slides
  - [Insert a New Slide](#)
  - [Add, Rearrange, and Delete Slides](#)
  - [Copy and Paste Slides](#)
- ◆ Inserting Audio and Video
  - [Inserting Video](#) *Video!*
  - [Inserting Audio](#) *Video!*
- ◆ Pecha Kucha
  - [Pecha Kucha FAQs](#)
  - [Tips for a Pecha Kucha Presentation](#)
  - [Rehearse Timings for a Slide Show](#) *Video!*